

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO PRICE LIST NO. 02-42 (Oahu only)

Includes Change Nos. 1 and 2

Revised April 21, 2004

ELECTRONIC, MAGNETIC, AND CORE & COIL BALLASTS

(IFB-02-110-O)

June 1, 2002 through May 31, 2005

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive Branch;
- Department of Education; and
- The Judiciary.

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Hawaii Public Procurement Code, Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the products listed herein, ordering, pricing and status should be directed to the applicable vendor. Procurement questions or complaints may be directed as follows:

| Jurisdiction | Name | Telephone | Fax | E-mail |
|---------------------|-------------------|------------------|------------|--|
| Executive | Alvin Washiashi | 586-0571 | 586-0570 | alvin.washiashi@hawaii.gov |
| Judiciary | Newton Sakamoto | 538-5805 | 538-5802 | newton.t.sakamoto@courts.state.hi.us |
| DOE | Procurement Staff | 675-0130 | 675-0133 | connie_chun@notes.k12.hi.us |

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDORS. Orders for Electronic, Magnetic, and Core & Coil Ballasts are to be placed with the following vendor:

| <u>Vendor</u> | <u>Address</u> | <u>Telephone</u> | <u>Facsimile</u> |
|----------------------|---|------------------|------------------|
| Graybar Electric Co. | 2915 Kaihikapu Street Honolulu, Hawaii 96819 | 838-1588 | 838-1597 |

Contact Person: Reid Higashihara (e-mail: reid.higashihara@gbe.com)

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

DISCOUNTS below shall apply to all items listed in the Description Catalog. Agencies shall apply the appropriate discount(s) to the order before adding the 4% tax.

Description Catalog for all Ballasts: GE Ballast Products #89458/May 2000
Price Schedule for all Ballasts: BAL-7202/June 1, 2000

Discounts: Electronic Ballasts..... 86.5%
Magnetic Ballasts..... 80.55%
Core & Coil Ballasts..... 80.6%

UNIT PRICES include delivery to destination and all other costs except the Hawaii General Excise Tax, currently 4%. Agencies are requested to add the 4% tax to their purchase order total

PURCHASE ORDERS shall be issued when required during the price list period. It is the responsibility of each agency to insure timely issuance of purchase orders. Vendor is not obliged to accept any order received after the price list expiration date; however, vendor shall fill timely orders for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

Agencies are encouraged to reduce the number of purchase orders (PO) issued by consolidating as many price list items as possible on each PO. This will reduce the administrative expense of processing purchase orders and vendor deliveries.

"SPO PL NO. 02-42" must be typed on purchase orders issued against this price list.

DELIVERIES. Vendor shall deliver to destination within five (5) calendar days unless otherwise directed by ordering agency. Agencies may direct the vendor to place their order in "will call" for agency pick-up. Orders placed in "will call" shall be available for pick up within three (3) calendar days. For project orders totaling \$1,000.00 or more, agency will coordinate delivery with vendor, and items will be delivered to destination within thirty (30) calendar days.

Vendor shall notify the ordering agency of any item(s) that cannot be delivered according to the schedule. Vendor shall inform the agency of an anticipated date when the order can be completed. It shall be the option of the ordering agency to accept partial shipment of an order, to

delay delivery until vendor can complete shipment of all backordered items, to accept substitution of not in stock items with acceptable equal or to cancel the order.

FAILURE TO DELIVER. Vendors are required to deliver all items listed in the manufacturer's description catalog. Agencies are advised that if an order is placed and the vendor is unable to deliver within the time allowed for delivery, the agency should arrange with the vendor for an acceptable substitute. Vendor shall deliver an acceptable substitute at the prices listed after the prior approval has been given by the ordering agency.

If a vendor consistently needs to substitute or refuses to substitute product(s), agencies are encouraged to contact the SPO or complete the Evaluation Form (attached) to the SPO.

All claims for shortages and/or wrong merchandise shall be made within five (5) working days after receipt of order.

WARRANTY. Items furnished by the vendor shall be guaranteed by the vendor for a minimum of ninety (90) calendar days from date of purchase against defects resulting from the use of defective or inferior materials, equipment or from negligent workmanship.

Vendor shall replace or repair any defective workmanship or material at no cost to the State for labor and parts during the warranty period, provided such defects are not due to abuse or negligence on the part of the State. Replacement of defective items will be made within 24 hours after request has been made by the State agency.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.

VENDOR EVALUATION form should be used to report complaints or commendations; a form is attached for your convenience. Agencies are encouraged to use the form whenever appropriate. Fax completed form(s) to the State Procurement Office, facsimile 586-0570.

In the event a complaint on a vendor's product or performance is filed, the agency may request a meeting with the vendor. This meeting will be held at the agency's place of business to resolve the problem within one (1) week from request at no additional cost to the state agency.

/s/ Robert J. Govers
ROBERT J. GOVERNS
Procurement Officer

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

EVALUATION FORM: ☐ VENDOR or ☐ PRODUCT

For the attached price list, using agencies are requested to use this evaluation form to report complaints, recommendations or commendations to the State Procurement Office (SPO). The reporting of complaints, recommendations or commendations will assist the SPO in evaluating vendor's performance and/or product quality while at the same time permit proper exchange of information between the SPO and the supplier so that deficiencies or trouble areas can be identified and isolated for correction before they become serious problems.

A. IF VENDOR EVALUATION, PLEASE PROVIDE THE FOLLOWING:

Name of Vendor: _____

☐ COMPLAINT: ☐ COMMENDATION:

☐ DELIVERY ☐ QUALITY ☐ QUANTITY ☐ PERSONNEL ☐ PRICE ☐ OTHER

B. IF PRODUCT EVALUATION, PLEASE PROVIDE THE FOLLOWING:

| | |
|-----------------------------|----------------------|
| Item No(s) & Description(s) | Purchase Order No(s) |
| _____ | _____ |
| _____ | _____ |

☐ COMPLAINT: ☐ COMMENDATION:

☐ DELIVERY ☐ QUALITY ☐ QUANTITY ☐ PERSONNEL ☐ PRICE ☐ OTHER

For either "A" or "B", give detailed explanations in the space below. Be as specific as possible. If this is a complaint, feel free to state manner in which you believe complaint should be settled.

Explain details of Complaint, Recommendation or Commendation with suggested remedy if appropriate: _____

Explain how seriously this incident affected the agency: _____

AGENCY: _____

BY: _____

Name

Title

Phone

Date